

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

SUBJECT SPECIAL OUTSIDE COURSES OF INSTRUCTION	Number 70.40	Issue 3	Page 1 of 3
	Effective Date September 1, 1981		

1. PURPOSE

- 1.1 To establish policy and procedure in regulating attendance of City employees at special courses of instruction at City expense.

2. SCOPE OF POLICY AND PROCEDURE

- 2.1 This regulation is intended to cover the sending of City employees to formalized courses of instruction at educational institutions, other governmental agencies, or commercial companies at City expense.
- 2.2 It is not the intent of this regulation to cover the sending of City employees to conventions or seminars of professional organizations. This is covered in Administrative Regulation 90.30 – “Out-of-Town Travel Procedures”.
- 2.3 This regulation does not cover the reimbursement of tuition to City employees. This is covered in Administrative Regulation 70.30 – “Tuition Refund Plan”.

3. TYPES OF INSTRUCTIONAL COURSES

- 3.1 The following are types of outside instructional courses that the City will send selected employees to:
- a. A new technique, system or device that, after preliminary investigation, stands to materially improve the operational efficiency or effectiveness of a major function within a City department.
 - b. Recent development that will substantially improve an established technique, system or device.
 - c. Executive development and supervisory training of a type not obtainable from training resources presently available within the City organization.

4. Policy

- 4.1 The specific benefit to the City from the course should be commensurate with the total cost including tuition, transportation, meals, lodging, pay and other expenses.

Authorized

(Signed by Ray W. Blair, Jr.)

CITY MANAGER

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- 4.2 The quality of both the curriculum and the instructors involved should be considered so as to be reasonably certain that the course will be practical and usable in City operations.
- 4.3 In the case of a prolonged course of instruction there will be adequate coverage of the employee's normal duties during the absence.
- 4.4 After completion of the course provision should be made to put the course content to maximum utilization within the department. Such provisions might be any of the following:
- a. Development of a formal training course within the department using the employee sent to the course as an instructor.
 - b. Retention of all training material obtained from the course such as textbooks, course outlines, handouts, tests, and manuals either within the department's files or in the employee's files. In either case the material should be available to other interested employees.
 - c. Dissemination of course content in a series of staff meetings, if of sufficient general nature.

5. PROCEDURE

- 5.1 If scheduled travel is involved, Travel Requests should be completed in accordance and with consideration of the above criteria, and instructions contained in the Budget Preparation Manual. Forms FM-1312 and/or FM-1313 should be completed, as appropriate.
- 5.2 If travel is not involved but payment for the course would result in a significant change in the amount requested in an object account, Form FM-121 "Object Account Budget Explanation" should be completed.
- 5.3 If unscheduled travel is involved, requests should be processed in accordance with Administrative Regulation 90.30, "Out-of-Town Travel Procedure".
- 5.4 All costs involved in courses of instruction, including travel if appropriate, will be reflected in departmental budget requests and expenditures.
- 5.5 For the employee's protection, attendance at training or special meetings should be reported on "Request for Leave of Absence Form CS-14-25A". On the Payroll Time Sheet, the employee will be shown as working regular duty hours.

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APPENDIX

Legal References

Administrative Regulation 90.30 – “Out-of-Town Travel Procedures”
Administrative Regulation 70.30 – “Tuition Refund Plan”

Forms Involved

FM-1312, “Travel Request and Expense Report”
FM-1313, “Travel Budget Summary”
CS-14-25A, “Request for Leave of Absence”
FM-121, “Object Account Budget Explanation”

Subject Index

Training, Education

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